

What are some do's and don'ts of the program?

Do:

- Use the transit benefit for your daily commute to and/or from work
- Accurately calculate your monthly benefit amount
- Update your application information as needed (i.e. change of address, change of commuting cost)
- Enroll in the Smart Benefits program – the convenient way to download the transit benefit onto a SmartCard.

<http://transerve.dot.gov>

Don't:

- Give, sell or transfer your transit benefit to anyone else
- Use the transit benefit in the excess of the monthly statutory limit (benefit does not carry over to the next month)
- Request the transit benefit while you are enrolled in federally subsidized parking
- Certify for more than your monthly estimated commuting cost

For more information on TRANServe's Transit Benefit Program

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<http://transerve.dot.gov>



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TRANServe
- business in motion -



What is the Transit Benefit Program?

This program provides a non-taxable subsidy designed to encourage federal employees to commute daily via mass transit to and/or from work. Qualified employees participating in the program are required to calculate the cost of their daily commute from their residence to and/or from work. Parking fees are not eligible for the transit benefit and should not be included when computing daily, weekly or monthly commuting costs.

How did this program come about?

The Department of Transportation's (DOT) Transit Benefit program was established in 1991 when the Federal Transit Administration began testing a pilot program which provided transit fare media to its employees. In 1993, as a part of a national initiative to improve air quality and to reduce noise and traffic congestion in metropolitan areas, the Federal Employees Clean Air Incentive Act was signed into law, permanently authorizing federal participation in the Transit Benefit program. Executive Order 13150, Federal Workforce Transportation of April 21, 2000, sought to reduce federal employees contribution to traffic congestion and air pollution.

TRANServe's Role

The transit benefit program is managed and distributed to federal agencies and qualified employees through the Department of Transportation and TRANServe.

How do I apply for the Transportation transit benefit?

- Go to: transerve.dot.gov
- Click on "DOT Employee" tab
- Click on "DOT Transit Benefit Registration"
- Complete eLMS "Transit Benefit Integrity Training"

- Provide the required information, then click "Register"
- Click on the "Transit Benefit Application"
- Complete the information, including the DOT expense worksheet
- Click "Submit"

I am already enrolled in the transit benefit program. What if I need to make changes to my application?

- Go to: transerve.dot.gov
- Follow directions on the website regarding "Transit Benefit Application"

